



## How you can help reduce your accounting fees?

Provide all the relevant information.

Refer to checklist below for assistance.

### Banklink Client's Tax Return Checklist for 2009

The following information is necessary to effectively complete this year's taxation.

Please refer to the checklist below to assist you in forwarding information.

#### Bank Reconciliation as at 30 June 2009

- Please list any of your unrepresented cheques. (These are cheques written on or prior to 30 June 2009 and not presented by 30 June 2009).
  1. ....
  2. ....
  3. ....
  4. ....
  5. ....
  6. ....
  
- Please list any deposits received but not banked by 30 June 2009
  - 1.....
  - 2.....

#### Wages Reconciliation as at 30 June 2009

- A copy of the PAYG Payment Summaries for all employees and directors.
- A Copy of the annual PAYG Payment Summary Statement. (Sent/to be sent to ATO)

#### Superannuation

- Details of staff or directors superannuation paid for the full year.
- Details of any outstanding employee superannuation at 30 June 2009. (June Qtr. amounts outstanding)

#### Accounts Receivable

- Details of 30 June 2009 Accounts Receivable (Money you are owed).  
That includes a list of any bad debts that have been written off prior to 30 June 2009.

#### Accounts Payable

- Details of 30 June 2009 Accounts Payable (Money that you owe).  
That includes

Name of Supplier	Amount	Expense Type
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Norman Wicks & Co Pty Ltd

ABN 96 106 187 562

Liability limited by a scheme approved under Professional Standards Legislation

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**List of new equipment purchased during the year that you have not forwarded documents for:**

We will need a copy of the tax invoice which includes

- Description
- Date of Purchase
- Cost (including components e.g Registration)
- How Financed

**Finance**

- A copy of all the finance contracts for any leases, hire purchases and chattel mortgages commenced during the year.

**Stock**

- Details of Stock on Hand as at 30 June 2009.
- Details of work in progress as at 30 June 2009.

**Other Income**

- Details of any other business income. This could include trade-in of vehicle, sale of equipment or buildings.

**Other Business Loans**

- Copies of full financial year bank statements (if not currently on BankLink).

**BAS Reconciliation**

- Copies of your Business Activity Statements if we have not prepared them on your behalf.

**Personal Taxation Returns**

- See attached personal checklist

**Other Investments in the company**

- Details of Buy/Sell agreements and copies of all dividend statements no previously supplied.

Please contact Margaret if you require further assistance with the above checklist.

Please contact Sue or Anna to make an appointment or post the above information to PO Box 500 Toowong 4066.